



CITY OF LONG BEACH

DEPARTMENT OF TECHNOLOGY SERVICES

333 West Ocean Boulevard, 12th Floor

Long Beach, CA 90802

(562) 570-6976

FAX (562) 570-6878

OPERATIONS SUPPORT

PROMOTIONAL/TRANSFER OPPORTUNITY

ADMINISTRATIVE ANALYST III (\$25.516 - \$34.715 per hour)

The Department of Technology Services currently has an opening for an Administrative Analyst III in its Administrative Division. This position may be filled at the Analyst II or III grade level depending on the experience and qualifications of the successful applicant. The Administrative Division is part of the Operations Support Bureau and is responsible for providing administrative and financial services to the Technology Services Department. The Administrative Analyst III reports to the Administrative Officer.

This position offers a unique opportunity to work on a wide range of projects including development and monitoring the Department budget, monitoring and tracking performance data, supervising the Finance Section responsible for purchasing functions and service billing (MOUs), assisting management in identifying ways to improve efficiency and effectiveness within the Department, assisting with special projects and providing support for the Bureau.

The ideal candidate will possess the following qualifications:

- Excellent oral and written communication skills
- Excellent analytical skills
- Working knowledge of the City's financial (FAMIS), purchasing (ADPICS) and budget preparation (BPREP) system
- Ability to collect, compile and analyze financial, statistical and technical data
- Proficiency with Microsoft Excel, Word, Powerpoint and Access
- Ability and willingness to work independently while managing a wide range of projects concurrently under tight deadlines
- Ability to effectively work with employees, senior City management, or other City departments, outside agencies and the general public
- Ability and willingness to work overtime; punctuality and attendance imperative

REQUIREMENTS TO FILE:

This recruitment is open to current classified Administrative Analysts and those on the latest Administrative Analyst eligible list. To apply, please submit a letter of interest, resumé, and a sample of recently completed analytical work by 4:30 p.m., **Friday, June 16, 2006** to:

Amy Manning, Administrative Officer
Department of Technology Services
333 West Ocean Boulevard, 12th Floor
Long Beach, CA 90802

Eligible applicants demonstrating the greatest potential for success will be invited to participate in the selection process.

The City of Long Beach is an Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact (562) 570-6455